



## Venue Requisition/Reservation Form

**Note:**

- *Please fill out this form with specific information & help us to understand the program and give you reservation completely.*
- *Missing information may cause delays in scheduling)*

Specify Venue Name	
Date of Requisition	
Date(s) and Time(s) of Program(s)	
Program Information	
Purpose of Meeting	
Approval of Authority regarding program (Yes/No)	
Approximate Attendance	
Requesting Office Name	
Responsible Person	
Contact Information (Cell, E-mail)	
Car Parking (Yes/No)	
IT, PR, Media Lab Support (Yes/No)	
Extra Support needed (Pls specify)	
Others (if any)	

I have read, understand, and accept the venue User Policy and I am taking full responsibility of the venue for the said program and will follow the policy.

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**Signature of Responsible Person**

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**Recommendation of Section Head/Supervisor**